



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #13 – Hand Receipt Holder's Responsibilities

1. References:

- a. AR 710-2
- b. AR 735-5

2. Responsibilities: All Soldiers within the unit have one or more of the following responsibilities regarding their respective equipment. Each individual should read and understand what their responsibilities entail when it comes to property maintenance.

- a. Supervisory. The obligation to ensure that all government property issued to or used by subordinates is properly used and cared for, and proper custody and safekeeping are provided. Inherent to supervision includes providing proper guidance and direction; enforcing all security, safety, and accounting requirements; and maintaining a supervisory climate that will facilitate and ensure the proper care and use of government property.

- b. Direct. The obligation to ensure that all government property which is hand receipted for is properly used and cared for, and proper custody and safekeeping are provided. Direct responsibility resulted from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer.

- c. Personal. The obligation to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in physical possession. Personal responsibility applies to all government property issued, acquired, or converted to a persons use, with or without receipt.

3. Required Inventories:

- a. Change of Hand Receipt Holder (HRH)

- (1) The incoming and outgoing HRH will conduct a joint inventory of property listed on the primary hand receipt (HR).

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(2) The inventory will be completed before the new HRH assumes duties or the outgoing HRH departs. The inventory is complete when the new HRH signs the HR.

(3) The joint inventory will be completed within 30 days or a written request for an extension will be requested. A maximum of two 15 day extensions may be granted.

(4) When an extension of time is not granted, the incoming HRH becomes responsible on the effective date of assumption of duties.

(5) The outgoing HRH is responsible for all shortages that the incoming HRH finds if the outgoing HRH fails to complete the joint inventory prior to their departure. The incoming HRH is responsible for all shortages found after 30 days whether they complete an inventory or not.

(6) The HRH will conduct a joint inventory prior to an absence of 30 days or more (e.g. 30 days leave, TDY, field duty, etc.). The inventory will be completed (HR signed by new HRH) prior to former HRH’s departure.

b. Receipt, Turn-in, and Issue of Property.

(1) Verify the physical count of material prior to signing any document. If shortages exist, demand a shortage annex (SA) prior to signing any documents.

(2) Verify that serial, registration, lot, and model numbers are correct on all documents.

c. Quarterly:

(1) Inventory all property quarterly and update sub-hand receipts.

(2) Turn-in all unserviceable and excess equipment not authorized.

(3) Update HR after shortage annexes are received.

4. Inventory Procedures.

a. Verify the HRs and SAs are current and all turn-ins and issues have been posted to your HR.

b. Use DA PAM 25-50 to ensure you inventory the property completely. DA PAM 25-50 lists the current supply catalog (SC), component list (CL), and/or technical manual (TM), which defines the equipment.

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c. Physically locate and count each item listed on your HR. Ensure all components are accounted for.

d. Report all shortages to the unit supply.

e. Sign the HR after you receive a SA for the shortages.

f. Out-brief the commander.

DARRELL J. OTTO

CPT, SC

Commanding

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1- Bulletin Board

1- Unit File